

**ELK TOWNSHIP, CHESTER COUNTY, PA  
PROCEDURE FOR APPLICATION FOR A RESIDENTIAL BUILDING PERMIT  
UNDER THE PARAMETERS OF ACT 45 THE UNIFORM CONSTRUCTION  
CODE/INTERNATIONAL RESIDENTIAL CODE**

Section R105.3. Application for Permit of the International Residential Code requires the following documentation to be submitted:

The application shall be accompanied with the following plans and specifications:

- IRC-R106 Plans and Specifications: The application for the permit shall be accompanied by not less than two (2) copies of the specifications and of plans sealed by a registered design professional drawn to scale, with sufficient clarity and detail dimensions to show the nature or character of the work to be performed. The building official may waive the requirements of construction documents and/or the seal of a registered design professional when the work involved is of a minor nature.
- IRC-R106.2 Site Plan: There shall also be a site plan showing to scale the size and location of all new construction and all existing structures on the site and distances from lot lines. In the case of demolition, the plot plan shall show all construction to be demolished, and the location and size of all existing structures and construction that are to remain on the site or the plot.
- Zoning Permits and a Site Plan are required for detached accessory structures under 1,000 square feet and decks less than 30 inches from finished grade considered non-regulated structures. A Building Permit is not required.
- The aforementioned requirements are mandated by the State of Pennsylvania and the Uniform Construction Code.

No permit will be issued without the required plans and specifications being submitted and approved by the Township Building Code Official. A permit will not be issued until the appropriate fees have been paid in accordance with Section R108 Fees. Fees shall be established by the Resolution of the Board of Supervisors currently in use at time of application.

**QUESTIONS...PLEASE CONTACT TOWNSHIP BUILDING CODE OFFICIAL  
THOMAS LOWRY AT 610-692-9232.**